

16 March 1979

Classification Review Procedure

CRP 79-22

RESCINDS: RRP 78-30 of 20 June 1978

USE OF CRG REVIEWING AIDS AT NARS

1. The efficient review of CIA documents at Washington National Records Center (WNRC-Suitland) and at the National Archives and Records Center (NARS-Washington) will frequently require the availability at those locations of reviewing aids such as procedures and guidelines, some of which may be classified. NARS has recently agreed to store such aids at either or both facilities and to provide safe drawer space for that purpose. It is envisaged that CRG material to be stored at NARS will generally be of the type required by NARS to identify documents of interest to CIA and will not be classified higher than Confidential. If more highly classified review aids are required, the need will be discussed with Chief/CRG.

2. A package of reviewing aids (current CRPs, forms 4023A, and the appropriate stamps) will be collected, logged out and taken by the next team visiting either facility. Other aids may be hand-carried later, with approval of Chief/CRG, as the necessity arises.

3. Reviewers are reminded that all material hand-carried to another facility must be properly packaged and marked and that the carrier must have an official courier pass. CRG clerical personnel are familiar with packaging requirements and will handle this for reviewers. [redacted] and [redacted] are designated as official couriers and have authority to issue temporary courier passes (standard form 4077). The designated team leader will be responsible for making these arrangements.

4. Reviewers are also reminded that review aids are to be used only in the secure work areas of NARS and WNRC and should be returned to our designated storage area during the CRG team's lunch break. The team leader will be responsible for the security of these review aids.

[redacted]
Chief,
Classification Review Group

STATINTL